

What are PeopleSoft Chartfields & Trees?

- **Independent Data Elements:** PeopleSoft Chartfields (Chart of Account segments) are independent data elements that fundamentally define how transaction data is stored and reported – each chartfield or segment represents a ‘dimension’ of financial data;
- **Common usage among enterprise suites and modules:** Chartfields are used throughout all PeopleSoft modules employed at Oakland County, including Financials (GL, AP, PO, AR, etc.), HRMS (Payroll, T&L), EPM (Financials Warehouse, Budgets) – this allows for a single point of maintenance;
- **Affects users across Oakland County:** Chartfields are used to store specific transactions, these may include:
 - Time Reporting within Time & Labor
 - Purchase Requisitioning within Purchasing
 - Budgeting, Reporting and Analysis within Financials Warehouse
 - Vouchering and Payments within Payables
 - Journals within General Ledger

Chartfield Considerations affecting Oakland County

Configuration Value	PS 8.8 Capability	Configuration Consideration
PeopleSoft Chartfields	PeopleSoft delivers approximately twenty-three chartfields, and allows for full chartfield configuration	<ul style="list-style-type: none"> • Centralize Chartfield maintenance when possible. Oakland County will want to keep the chartfields thin and enforce rigor when a new account or chartfield value is requested. • The use of ChartFields also directly affect system storage volumes and performance. Oakland County should consider the impact on Ledger table volume when additional chartfields are added. Each unique chartfield per month, per year, per business unit, represents a unique row in the ledger; • PeopleSoft 8.4 & 8.8 delivers a tool called ChartField Configuration. This tool allows you to perform various configurations to ChartFields to meet unique accounting requirements. All ChartFields fall into one of three categories: (1) Fully Configurable: any configuration action may be taken. (2) Partially Configurable: selective configuration actions may be taken. (3) Non-Configurable: ChartField is required and may not be changed; • Renaming, deleting or adjusting Chartfield field length is discouraged – it makes applying bundles and upgrades more complex. Instead, it is recommended to re-label, inactivate or change display length (down from table field length) of Chartfields using Chartfield Configurator; • SpeedTypes complete a transaction by mapping to a common and allowed combinations of regularly used ChartField values. This should mitigate Oakland County's loss of OCA/PCA rapid data entry benefits.

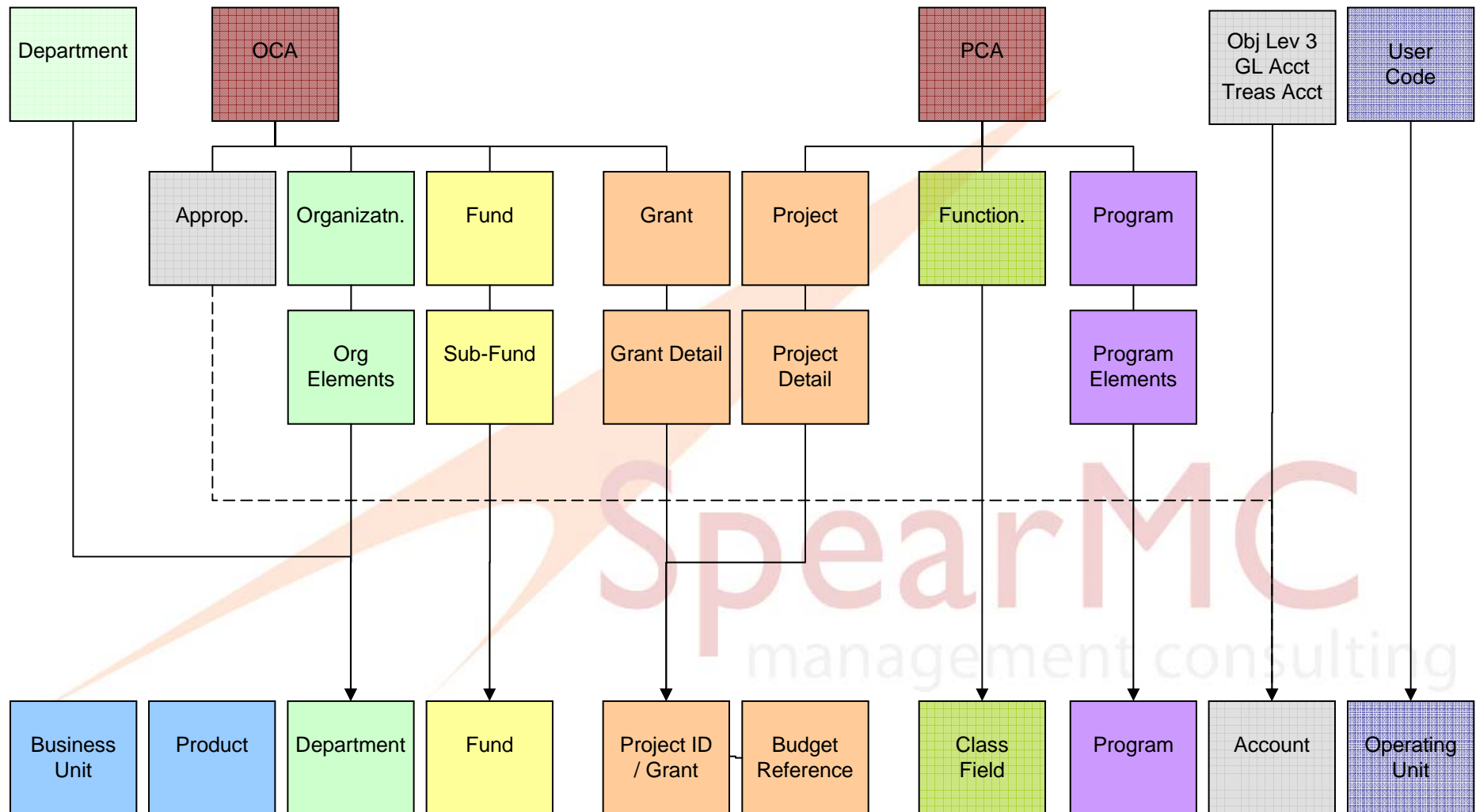
Tree Considerations affecting Oakland County

Configuration Value	PS 8.8 Capability	Configuration Consideration
PeopleSoft Trees	Tree diagrams organize Chartfield values and can be used to maintain Chartfield values in PeopleSoft	<ul style="list-style-type: none"> • Trees add an intuitive, visual layer that enables you to see where detail items in your chart of accounts fit into the big picture; • Trees in PeopleSoft are a graphical presentation of chartfield values; they can show hierarchy or group detail values in logical format; • Many processes use the trees when they need hierarchical information, including: Summary Ledgers, Consolidations, Reporting, Combination Editing; • Trees are driven by SetID, and are specific to a single chartfield value. When more than one CF dimension is required in a PS process, more than one tree must be used; • An unlimited number of trees are supported, although 'corporate' tree structures are recommended to have a 'single' version of the organization for reporting and processing purposes; • <i>Every time a detail chartfield value is added to the system, trees must be checked to verify that the new detail value is contained in the existing ranges specified.</i> Failure to do so could result in imbalances in reporting, consolidations, or any other processes that use trees. The ability to add/modify chartfield values via Tree Manager exists within PeopleSoft and is recommended.

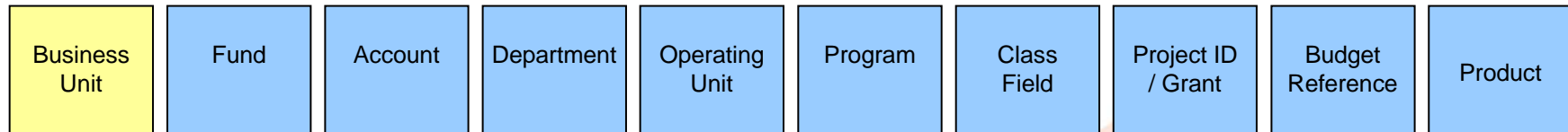
Understanding Tree Structure, Levels and Definition:

Step	Description
1. Define Tree Structure	<p>Every tree is based upon a structure. The structure defines the links between the tree and the underlying chartfield tables to which it refers. There are two main kinds of tree structures:</p> <ul style="list-style-type: none"> • Detail tree structures. Node-oriented with detail value(s) or detail range(s); • Summary tree structures. These are used for PS/nVision reporting using summary ledgers.
2. Create Tree Definition	<p>The tree definition specifies the tree structure used, tree name and key values, how the tree handles detail values, and whether the tree uses levels.</p>
3. Specify Tree Levels	<ul style="list-style-type: none"> • Recommend that at least one core chartfield tree be strictly enforced and contain all CF values. This will allow all levels within the tree to have a consistent meaning. Additional chartfield trees may be used for exceptions or other reporting needs. • Name the tree levels correctly from the start (e.g. do not use LEVEL1, LEVEL2, etc.) – changing level names will be difficult once trees are built. • Add Root Node equal to highest level tree node for tree.
4. Insert Tree Nodes	<ul style="list-style-type: none"> • Tree node codes should be labeled for simplicity – recommend using UPPER_CAPS with underscores in between words. This allows for speed and less errors in nVision processing. Node description should be what Oakland County wants to see on reports. In Tree Node Description do not use characters (e.g. use 'and' in place of '&', do not use single quotes or parenthesis).
5. Attach Detail Values	<ul style="list-style-type: none"> • Define a single chartfield value, multiple chartfield values, a range of chartfield values or multiple ranges of chartfield values as the detail attached to a node.

Performance Accounting CoA to PeopleSoft Chartfield Crosswalk:

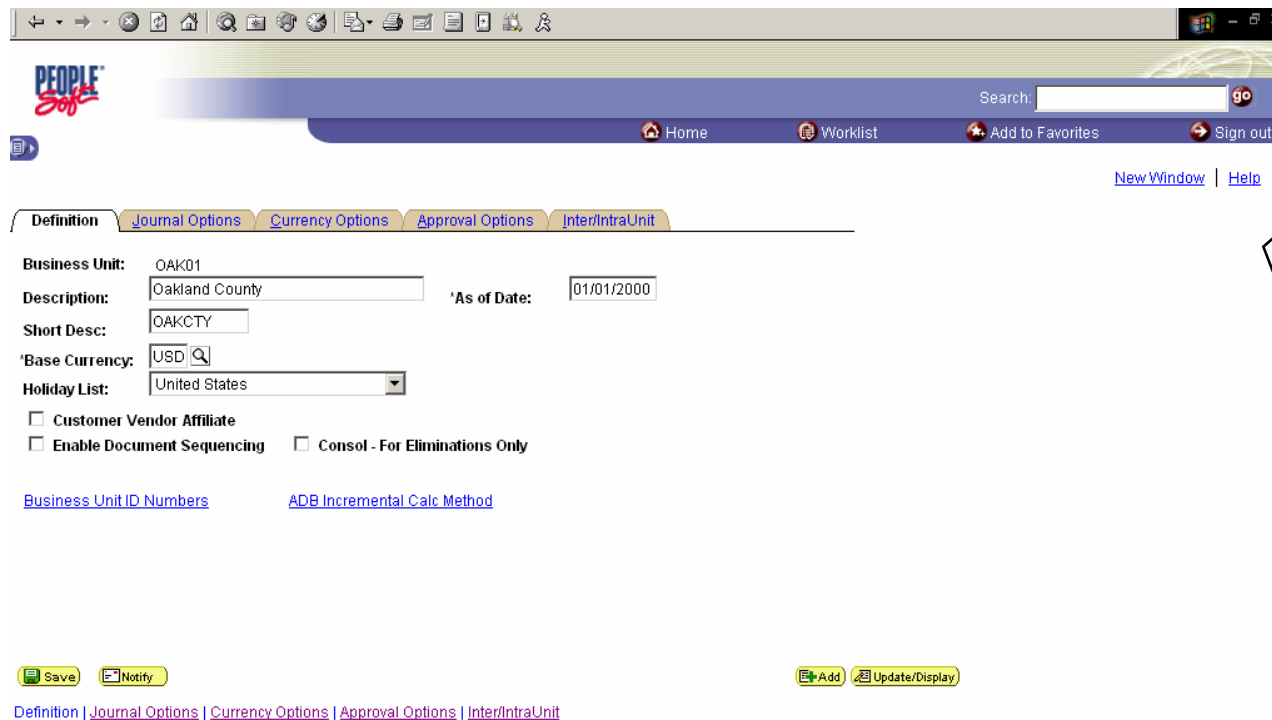


Delivered PeopleSoft Chartfield Structure – Business Unit:



- While not a true PeopleSoft Chartfield, Business Units define the logical units within an organization, usually legal entities for financial and tax reporting purposes – each business unit keeps its own set of books and reports;
- Multiple ledgers can be tied to a GL Business Unit. For example: an ACTUALS track actual dollar transactions, FACCRUAL for GASB 34 requirements, and BUDGET ledger to track loaded budget data.
- Represents the highest level in Oakland County hierarchy;
- Required five-character field (e.g. OAKBU or OAK01);
 - Need to seriously consider whether component units should be separate Business Units. This affects interfund processing and affiliates. In particular: Drain Component Units, Treasurers Component Units, and Treasurers Accounting – Business Finance Corporation.

Delivered PeopleSoft Chartfield Structure – Business Unit:



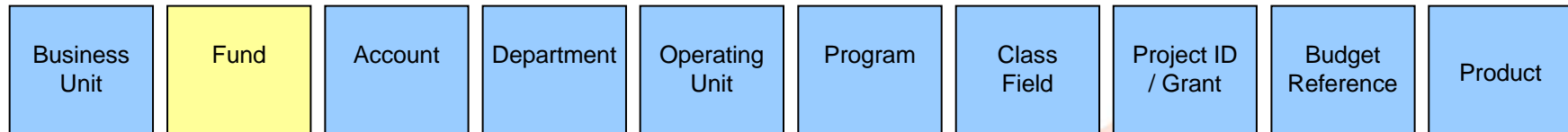
The screenshot shows the PeopleSoft Business Unit Definition page. The top navigation bar includes links for Home, Worklist, Add to Favorites, and Sign out. The page title is "Definition" and the tabs are "Journal Options", "Currency Options", "Approval Options", and "Inter/IntraUnit". The form fields are as follows:

- Business Unit:** OAK01
- Description:** Oakland County
- Short Desc:** OAKCTY
- 'Base Currency:** USD
- Holiday List:** United States
- As of Date:** 01/01/2000
- ☐ Customer Vendor Affiliate
- ☐ Enable Document Sequencing
- ☐ Consol - For Eliminations Only

At the bottom, there are links for "Business Unit ID Numbers" and "ADB Incremental Calc Method". There are also buttons for "Save", "Notify", "Add", and "Update/Display".

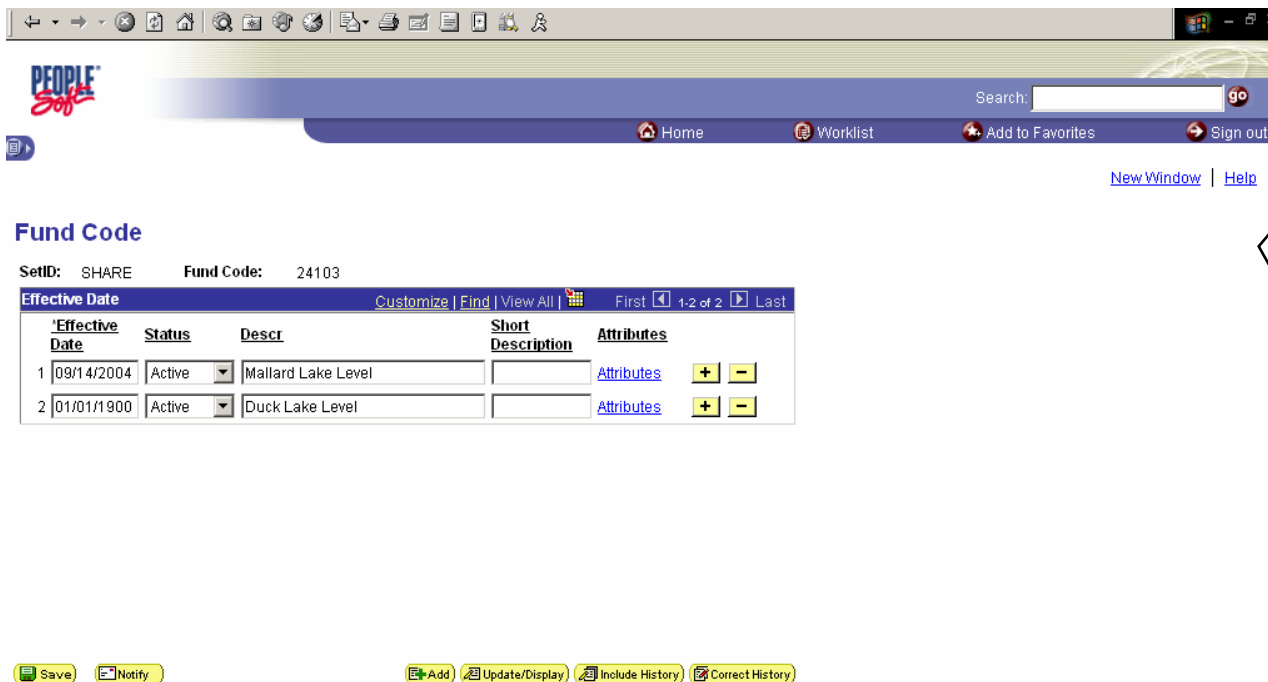
- Journal Processing Options are defaulted at the Business Unit level. PeopleSoft GL also allows for specifying processing options at the business unit, ledger or journal entry source level.
- Note: Processing options defined for a ledger override those defined for a business unit. Options defined for a source override those defined for both a ledger and business unit.
- Note: Since Business Unit is not a true ChartField – Trees do not exist for Business Units.

Delivered PeopleSoft Chartfield Structure – Fund:



- Used to classify primary structural funding unit (financing source) of a transaction;
- Represents the current fund/sub-fund code within Oakland County – however, in PeopleSoft, all fund and sub-fund values will be incorporated into the fund code;
- Fund is defined as a financial and accounting entity with a self-balancing set of accounts. It records cash and other financial resources, with related liabilities, fund balance and any corresponding changes which are segregated for the purpose of carrying on specific activities.
 - Any journal created for a specific fund must have debits that equal credits;
- Delivered five-character field. Oakland County should use at least five-characters
 - Expanding the field length to more characters to better match up with the current fund/sub-fund structure would involve increasing the database field table length. This is a system-wide modification that is not recommended.

Delivered PeopleSoft Chartfield Structure – Fund:



Fund Code

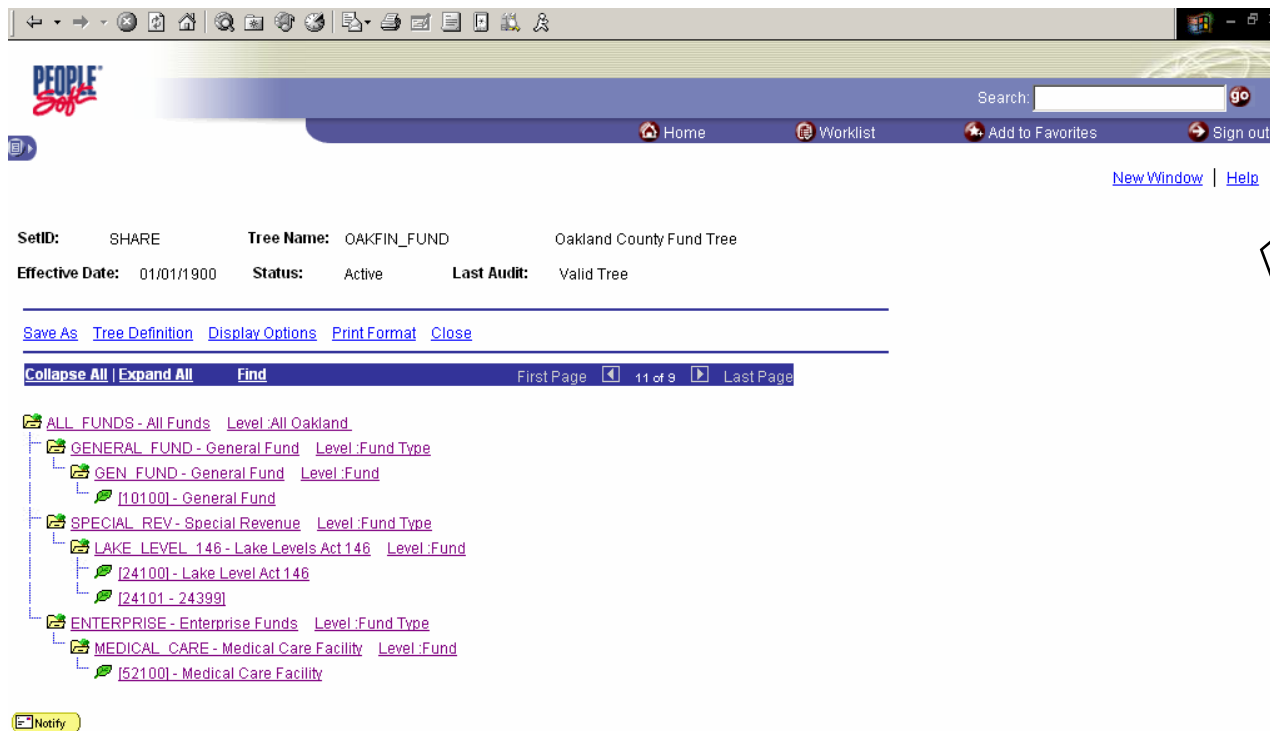
SetID: SHARE Fund Code: 24103

Effective Date	Status	Descr	Short Description	Attributes
1 09/14/2004	Active	Mallard Lake Level		Attributes + -
2 01/01/1900	Active	Duck Lake Level		Attributes + -

Buttons: Save, Notify, Add, Update/Display, Include History, Correct History

- Fund Codes can be effective dated – therefore fund codes may have one description one date and another description for a later date;
- Fund codes may contain alpha and numeric characters;
- All funds and sub-funds will have fund codes.

Delivered PeopleSoft Chartfield Structure – Fund:



SetID: SHARE Tree Name: OAKFIN_FUND Oakland County Fund Tree

Effective Date: 01/01/1900 Status: Active Last Audit: Valid Tree

Save As Tree Definition Display Options Print Format Close

Collapse All Expand All Find First Page 11 of 9 Last Page

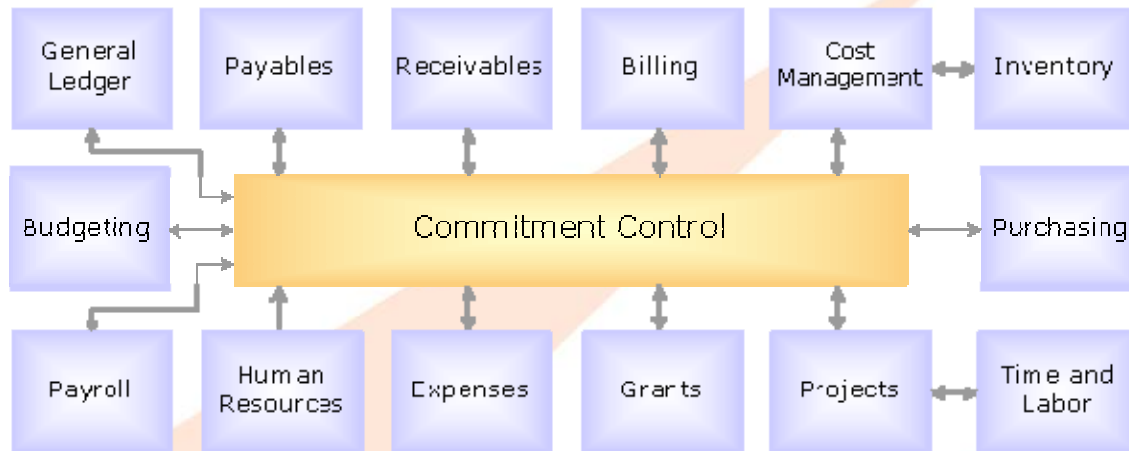
- ALL FUNDS - All Funds Level: All Oakland
 - GENERAL FUND - General Fund Level: Fund Type
 - GEN FUND - General Fund Level: Fund
 - [10100] - General Fund
 - SPECIAL REV - Special Revenue Level: Fund Type
 - LAKE LEVEL 146 - Lake Levels Act 146 Level: Fund
 - [24100] - Lake Level Act 146
 - [24101 - 24399]
 - ENTERPRISE - Enterprise Funds Level: Fund Type
 - MEDICAL CARE - Medical Care Facility Level: Fund
 - [52100] - Medical Care Facility

Notify

- All funds and subfunds will be detail values on the fund table;
- Funds will contain their own level to report on sub-funds that roll up to them;
- All funds with sub-funds always have transactions booked to the sub-fund level;
- Only funds without sub-funds have transactions directly post to them – for example: General Fund;
- Tree Levels will identify:
 - All Funds
 - Fund Type
 - Fund
- Budgeting is done at the Fund level.

Fund (Commitment Control) Considerations:

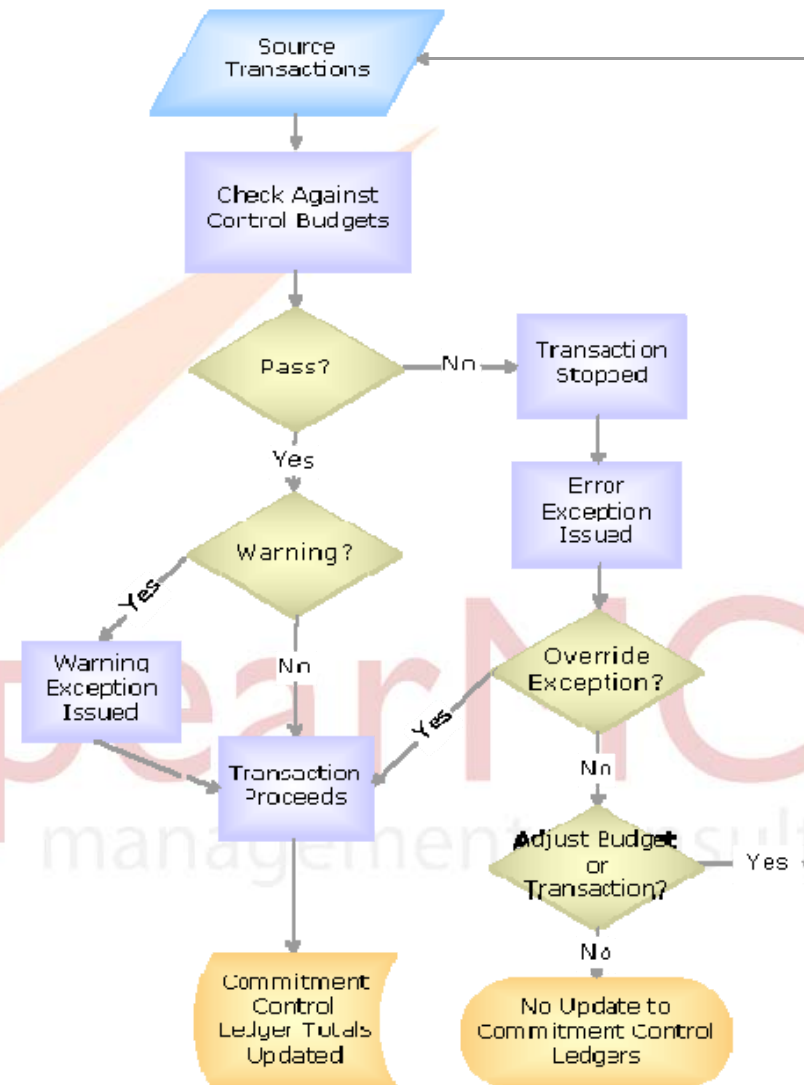
- **Commitment Control Functionality:** Commitment Control is used to control budget creation and adjustments, budget checking of PeopleSoft modules and budget closing. Commitment Control integrates with the following applications:



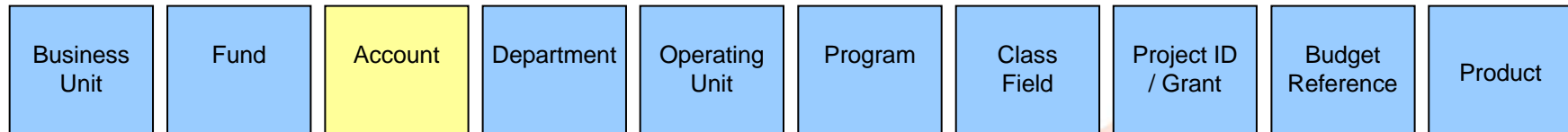
- Commitment Control does not originate any transactions – solely used to control budgets and spending. Establish control at Gov't Function (e.g. Dept/Fund) level and enter/track at lower levels.
- Budgeting will be maintained at the Fund level to:
 - Create and maintain control budgets;
 - Check actual transactions (such as actual expenditures and revenues) against control budgets;
 - Check imminent future financial obligations (pre-encumbrances and encumbrances) against control budgets;
 - Check recognized revenue against revenue estimate budgets.

Fund (Commitment Control) Considerations:

- **Commitment Control Functionality:** PeopleSoft Commitment Control enables you to check source transactions from PeopleSoft modules and third-party applications against your control budgets.
- When a transaction exceeds the available budget amount, the system either stops the transaction and issues an error notice or passes the transaction with a warning notice, depending on the processing rules that you set up in your control budget definition, budget attributes, and source transaction type definition.
- **Note:** Commitment Control does not have to be implemented at the initial go-live of the Financials implementation.

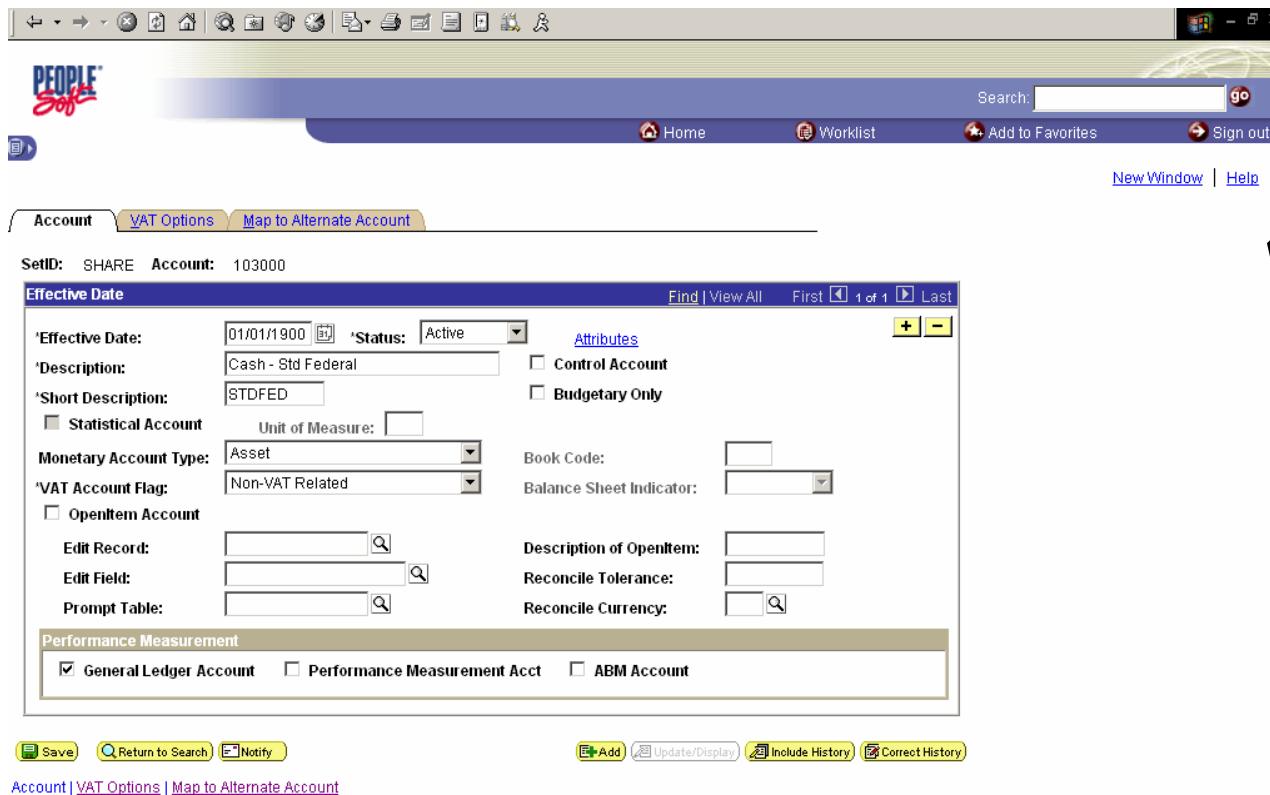


Delivered PeopleSoft Chartfield Structure – Account:



- Used to classify the nature of a transaction;
- Delivered ten-character field, however Oakland County should use at least six-characters or more for adequate control and scalability;
- Modular Accounting Entry Types (e.g. AP Payment, GL Journal, AR Cash Application) and the ability to identify Account as asset, liability, expense, etc will eliminate the need for Appropriation Codes.
- Accounts can represent different types:
 - Monetary: Asset, Expense, Liability, Equity, Revenue (e.g. All Objects and GL Accounts)
 - Statistical: Used to capture only statistical data such as headcount, prisoners, square footage
 - OpenItem: Used to track debits/credits that post to an account by a user-defined key. For example, employee advances can be tracked by employee ID or permit deposits can be tracked by permit ID.

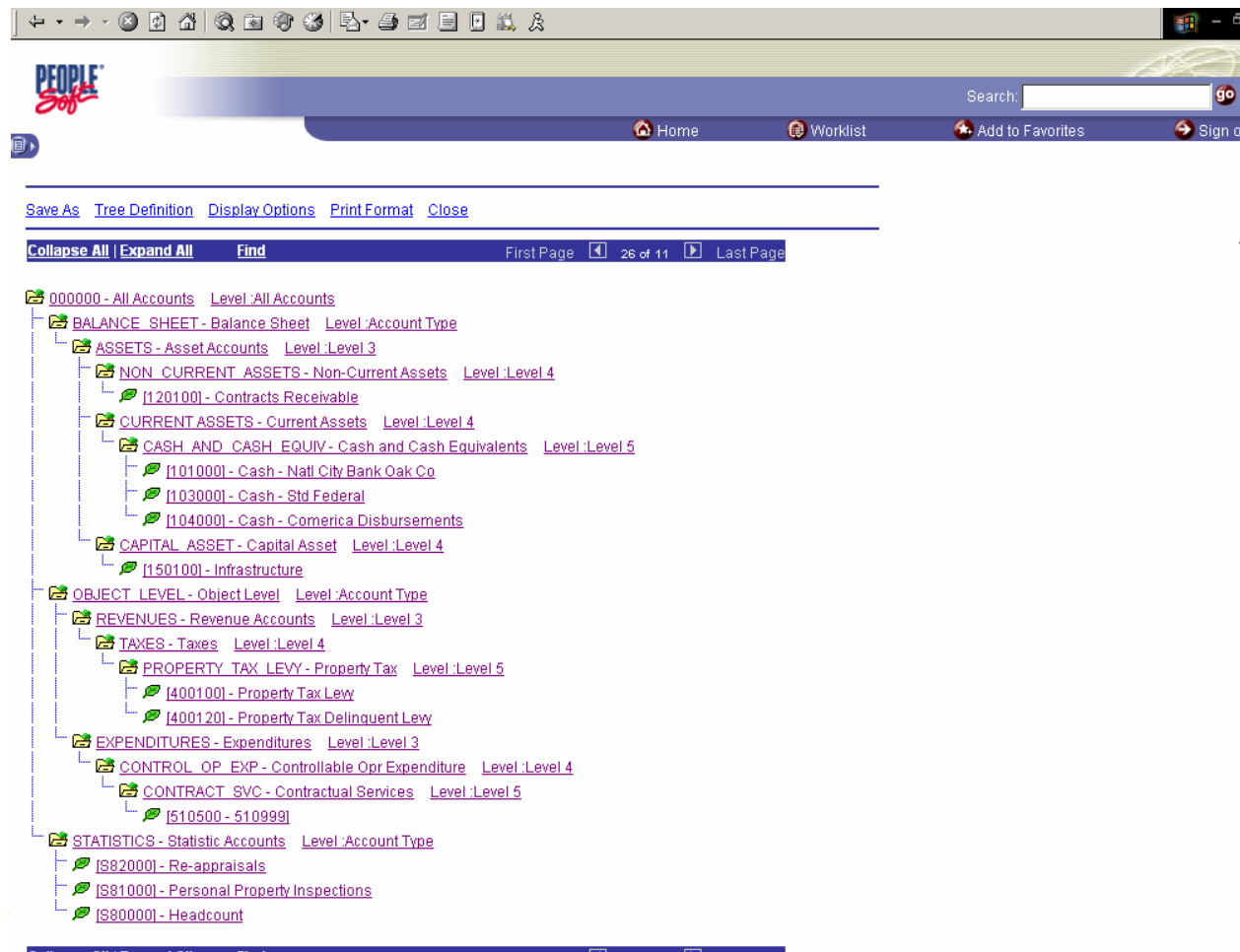
Delivered PeopleSoft Chartfield Structure – Account:



The screenshot shows the PeopleSoft Account setup form. The top navigation bar includes the PeopleSoft logo, a search bar, and links for Home, Worklist, Add to Favorites, and Sign out. Below the navigation bar, there are tabs for Account, VAT Options, and Map to Alternate Account. The main form area is titled 'Effective Date' and contains various fields for account configuration. The 'Effective Date' is set to 01/01/1900, and the 'Status' is set to Active. The 'Description' is 'Cash - Std Federal', and the 'Short Description' is 'STDFED'. The 'Monetary Account Type' is set to Asset, and the 'VAT Account Flag' is set to Non-VAT Related. The 'Performance Measurement' section shows that the account is a General Ledger Account. The bottom of the form has buttons for Save, Return to Search, Notify, Add, Update/Display, Include History, and Correct History.

- Accounts are defined as:
 - Asset
 - Liability
 - Revenue
 - Expenses
 - Equity
- Accounts can also be defined as Statistical accounts and/or have OpenItems (e.g. subsidiary ledgers) attached to them.
 - Open Items can be defined and validated through delivered or custom-built and maintained records.
- Control Accounts (e.g. AP, AR, Treasurer) can only be updated via internal processes (e.g. allocations, reconciliation processes).

Delivered PeopleSoft Chartfield Structure – Account:



The screenshot displays the PeopleSoft Chartfield Structure interface. The top navigation bar includes links for Home, Worklist, Add to Favorites, and Sign out. Below the navigation bar, there are tabs for Save As, Tree Definition, Display Options, Print Format, and Close. The main content area shows a hierarchical tree structure of account types and levels. The tree is organized as follows:

- 000000 - All Accounts Level: All Accounts
 - BALANCE SHEET - Balance Sheet Level: Account Type
 - ASSETS - Asset Accounts Level: Level 3
 - NON CURRENT ASSETS - Non-Current Assets Level: Level 4
 - [120100] - Contracts Receivable
 - CURRENT ASSETS - Current Assets Level: Level 4
 - CASH AND CASH EQUIV - Cash and Cash Equivalents Level: Level 5
 - [101000] - Cash - Natl City Bank Oak Co
 - [103000] - Cash - Std Federal
 - [104000] - Cash - Comerica Disbursements
 - CAPITAL ASSET - Capital Asset Level: Level 4
 - [150100] - Infrastructure
 - OBJECT LEVEL - Object Level Level: Account Type
 - REVENUES - Revenue Accounts Level: Level 3
 - TAXES - Taxes Level: Level 4
 - PROPERTY TAX LEVY - Property Tax Level: Level 5
 - [400100] - Property Tax Lev
 - [400120] - Property Tax Delinquent Lev
 - EXPENDITURES - Expenditures Level: Level 3
 - CONTROL OP EXP - Controllable Opr Expenditure Level: Level 4
 - CONTRACT SVC - Contractual Services Level: Level 5
 - [510500 - 510999]
 - STATISTICS - Statistic Accounts Level: Account Type
 - [S82000] - Re-appraisals
 - [S81000] - Personal Property Inspections
 - [S80000] - Headcount

- All Accounts will be detail values on the Account table;
- Account Tree Node Level will be used to identify:
 - All Accounts
 - Account Type
 - Monetary Type
 - *Level 4*
 - *Level 5*

Example – Monetary and Statistical Account Journal Entry:

PEOPLESoft

Search: go

Home Worklist Add to Favorites Sign out

[New Window](#) | [Help](#)

Header Lines Totals Errors Approval

Unit: US001 Journal ID: 0000000004 Date: 09/14/2004 Process: Edit Journal Process

[Template List](#) [Search Criteria](#) [Change Values](#) [Inter/IntraUnit](#)

Line: 1

Select	Line	Unit	Ledger	Account	Fund	Currency	Amount	Stat Amt
<input type="checkbox"/>	1	US001	LOCAL	103000	0192	USD	1,000.00	
<input type="checkbox"/>	2	US001	LOCAL	400100	0192	USD	-1,000.00	
<input type="checkbox"/>	3	US001	LOCAL	S82000	0192			82.00

Lines to add: 1 + -

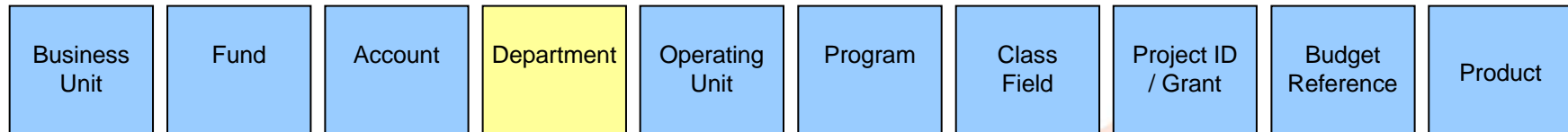
Unit	Total Lines	Total Debits	Total Credits	Journal Status
US001	3	1,000.00	1,000.00	N

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

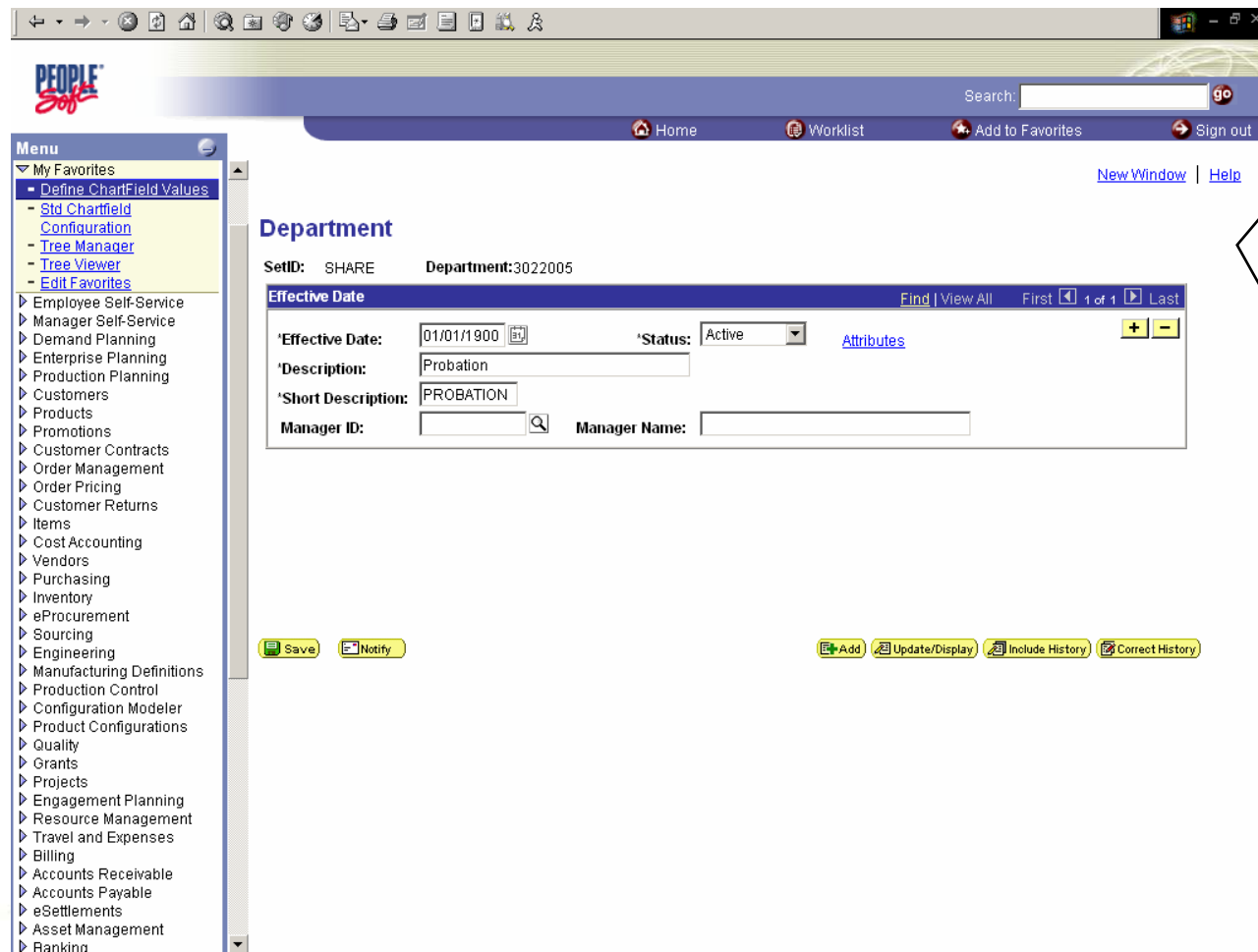
- Example of standard journal entry with Dr./Cr. and Statistical Entry

Delivered PeopleSoft Chartfield Structure – Department:



- Used to classify responsibility center or divisional component of a transaction;
- Represents the current organizational structure (government function, department, division, unit and sub-unit) within Oakland County;
- Delivered ten-character field, however Oakland County should use at least seven characters without leading zeros for adequate control and scalability;

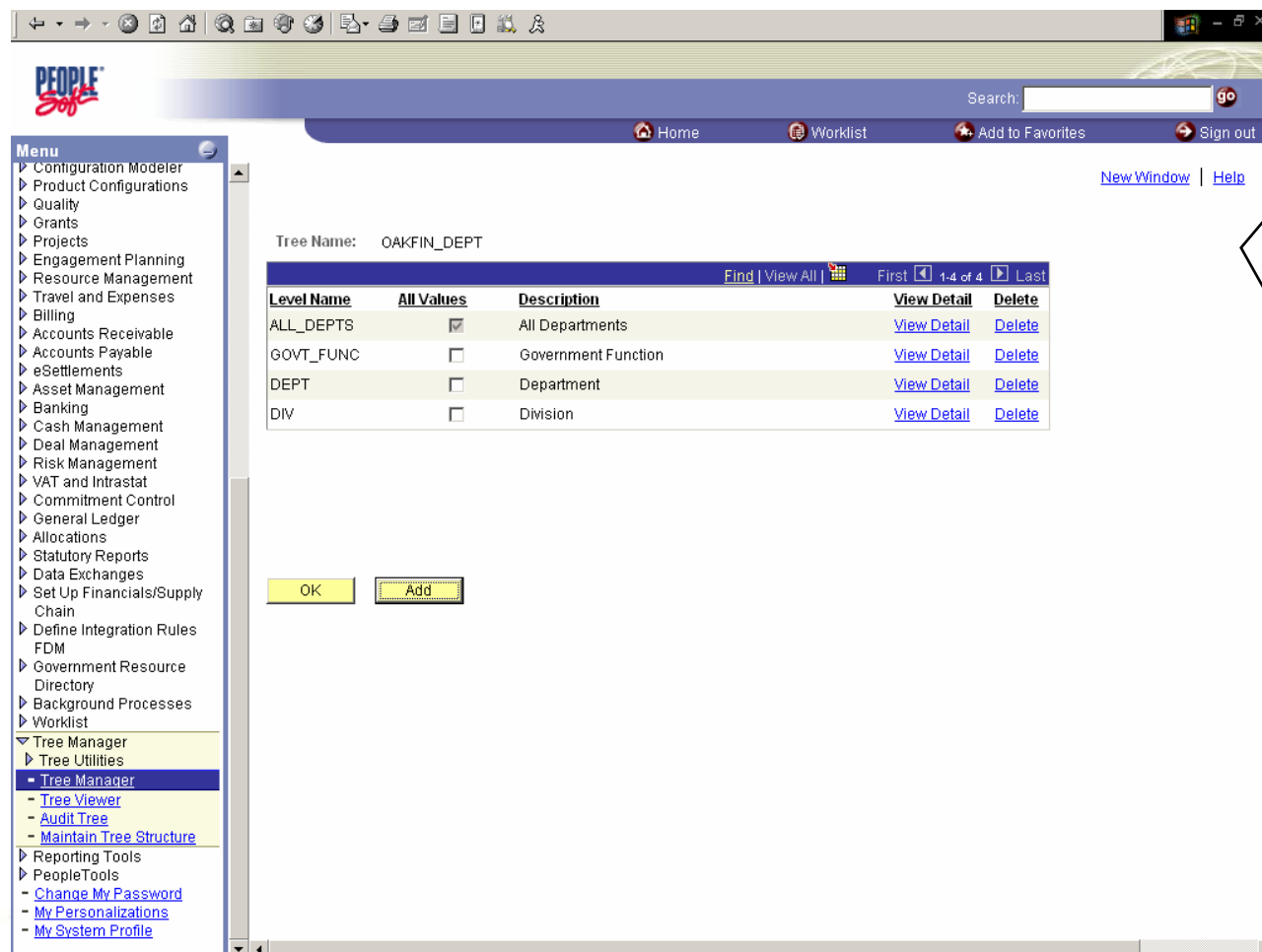
Delivered PeopleSoft Chartfield Structure – Department:



The screenshot shows the PeopleSoft web interface. The top navigation bar includes links for Home, Worklist, Add to Favorites, and Sign out. A search bar is also present. The left sidebar contains a 'Menu' with various options, including 'Define ChartField Values' which is expanded to show 'Std Chartfield Configuration', 'Tree Manager', 'Tree Viewer', and 'Edit Favorites'. The main content area is titled 'Department' and displays the configuration for 'SetID: SHARE' and 'Department: 3022005'. The 'Effective Date' is set to '01/01/1900' and the 'Status' is 'Active'. The 'Description' is 'Probation' and the 'Short Description' is 'PROBATION'. There are fields for 'Manager ID' and 'Manager Name'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

- Notes...

Delivered PeopleSoft Chartfield Structure – Department:



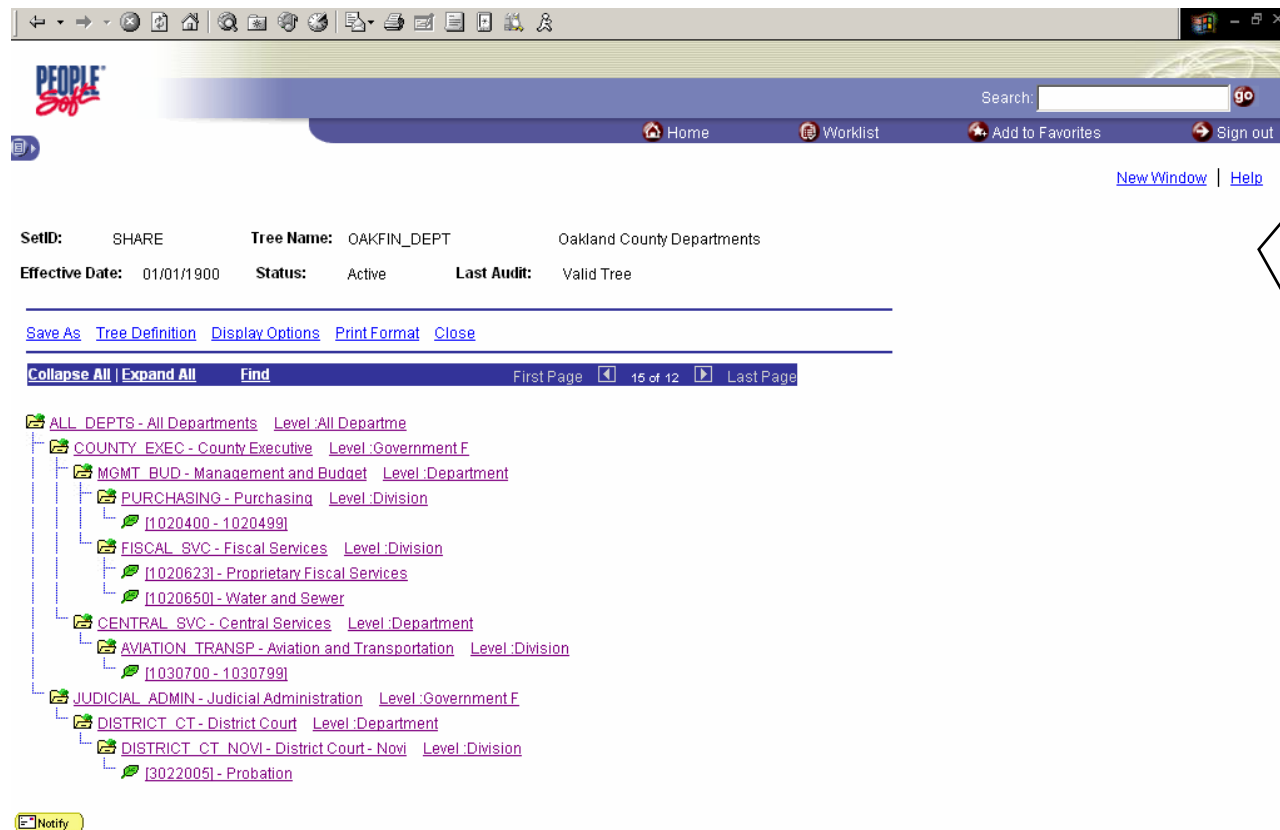
The screenshot shows the PeopleSoft Tree Manager interface. The left sidebar contains a menu with various options, including 'Tree Manager' which is expanded to show 'Tree Viewer', 'Audit Tree', and 'Maintain Tree Structure'. The main area displays the 'Tree Name: OAKFIN_DEPT' and a table of levels.

Level Name	All Values	Description	View Detail	Delete
ALL_DEPTS	<input checked="" type="checkbox"/>	All Departments	View Detail	Delete
GOVT_FUNC	<input type="checkbox"/>	Government Function	View Detail	Delete
DEPT	<input type="checkbox"/>	Department	View Detail	Delete
DIV	<input type="checkbox"/>	Division	View Detail	Delete

Below the table are 'OK' and 'Add' buttons.

- This is an example of defining levels of a tree before defining values within the tree;

Delivered PeopleSoft Chartfield Structure – Department:



The screenshot shows the PeopleSoft Chartfield Structure interface. The top navigation bar includes the PeopleSoft logo, a search bar, and links for Home, Worklist, Add to Favorites, and Sign out. Below the navigation bar, the SetID is SHARE, Tree Name is OAKFIN_DEPT, and the description is Oakland County Departments. The Effective Date is 01/01/1900, Status is Active, and Last Audit is Valid Tree. The interface includes links for Save As, Tree Definition, Display Options, Print Format, and Close. A toolbar shows Collapse All, Expand All, and Find buttons, along with pagination controls (First Page, 15 of 12, Last Page). The main content area displays a hierarchical tree structure of departments and divisions, including ALL_DEPTS, COUNTY_EXEC, MGMT_BUD, PURCHASING, FISCAL_SVC, CENTRAL_SVC, AVIATION_TRANSP, JUDICIAL_ADMIN, DISTRICT_CT, and DISTRICT_CT_NOVI. A Notify button is located at the bottom left.

- Notes...